



In 2020, Georgian College entered into a partnership with the International Language Academy of Canada (ILAC) to form Georgian@ILAC, delivering programs to international students at ILAC's beautiful downtown Toronto campus.

Office Administration - Health Services

In this **diploma program**, gain specialized skills in demand by today's health-care teams. Learn from industry experts. Develop mastery in electronic medical records management. Acquire the knowledge required to successfully perform in the administrative health field.

| PROGRAM | LENGTH |
|---|-----------------------|
| OFFICE ADMINISTRATION - HEALTH SERVICES | 4 Semesters (2 Years) |
| CREDENTIAL | LOCATION |
| Ontario College Diploma | Downtown Toronto |

ADMISSION REQUIREMENTS

Admission will be considered for applicants with:

- ILAC Pathway 3.2 or IELTS 6.0 with no band less than 5.5 (SDS program - IELTS score 6.0, no band less than 6.0)
- OSSD or equivalent with:
 - Grade 12 English (C or U)

INTAKES

- Fall
- Winter
- Spring

PROGRAM OVERVIEW

Students in this program acquire the knowledge and specialized skills required to successfully perform in the administrative health field. Students learn medical document production, medical terminology, transcription, human anatomy, medical ethics, and develop skills in workplace communication and patient relations. In addition, students learn Electronic Medical Records (EMR) and are introduced to health information management concepts. Qualifying students will have the exciting opportunity for hands-on learning through a fourth semester field placement within the local medical community.

Graduates from this program may find career opportunities within the pharmaceutical industry; provincial and federal governments; medical services in industry; clinics; alternative medical practices such as naturopathy, chiropractics, acupuncture, shiatsu; and other areas of health services, as well as general offices.

ADMISSION PROCESS

Submit your application online [here](#).

** Direct applicants: contact your regional manager to ensure you meet all admission requirements prior to applying.*

Wait for email confirmation of your admission decision and receive pre-admit letter

Accept your offer using the steps in the email and pay the \$2,500 deposit by the due date in your pre-admit letter

Apply for a study permit/visa once you receive the official LOA and tuition receipt

You are now ready to start your program!

** Total estimated cost. Course materials are additional and vary per semester*

APPLY NOW! Visit georgianatilac.com or email georgian@ilac.com

PROGRAM OUTLINE

| SEMESTER | PROGRAM COURSES | |
|---------------------------|--|--|
| Semester 1 (252 Hours) | Business Documentation and Text Processing | Computer Applications 1 for the Office |
| | Office Procedures and Strategies | <i>Communications Course</i> |
| | Professional Development and Employability 1 | <i>General Education Course</i> |
| BREAK | | |
| Semester 2 (252 Hours) | Advanced Business Documentation | Introduction to Medical Terminology |
| | Multi Media Communications | Computer Applications 2 for the Office |
| | Office Math Applications | Professional Development and Employability 2 |
| | <i>Communications Course</i> | |
| BREAK | | |
| Semester 3 (252 Hours) | Integrated Office Simulations | Health Services Transcription |
| | Anatomy for Health Services 1 | Electronic Medical Office |
| | Bookkeeping for the Office Professional | <i>General Education Course</i> |
| BREAK | | |
| Semester 4 (252 Hours) | Computerized Administrative Simulations | Health Services Practical Experience and Clinical Applications |
| | Anatomy for Health Services 2 | Foundations in Health Records and Information Management |
| | Ontario Health Insurance Plan (OHIP) for Health Services | <i>General Education Course</i> |

(Total 1008 Hours)